

WEST PALM BEACH – JOB POSTING EXECUTIVE ASSISTANT

NON-EXEMPT

MAJOR DUTIES AND RESPONSIBILITIES

- Payroll/Employee Benefits
- Facilities/Supplies
- Policies/Procedures Administration
- Board Coordination
- Disaster Recovery/Vendor Management
- Event Coordinator

QUALIFICATIONS

- Ability to speak effectively with your team and other departments.
- Extremely organized and detailed oriented.
- Manage time efficiently and effectively.
- Ability to write reports, business correspondence, and procedure manuals

Job will be posted through June 24, 2024. Internal applications are located on the P drive:/Internal Forms:/HR. Please submit applications to Michele.

Apply by sending resume to HR@gcfcu.org.